

NFAC 4723-79

6 September 1979

Memorandum for Mr. Clarke

Subject: Production Guidelines - Interpretation


1. Attached is a draft of a memorandum you requested to stipulate a minimum period for review, discussion, and approval of interagency intelligence papers.

2. The proposal is designed to give you an additional option to present practice which too often presents DD/NFA a single choice between hasty, time-constrained approvals and the onus of postponing scheduled interagency coordination meetings. If adopted, it would afford a decent and orderly interval for review--and for discussion of possible changes-- of drafts submitted to you for approval. And it would permit a more helpful operation of the Senior Review Panel function.

3. The draft proposes, as a general rule, five working days for review and discussion, at two of the nodal points of the production process: (a) DD/NFA authorization to distribute draft to NFIB reps for coordination, and (b) DD/NFA review and approval of coordinated draft. We do not now believe this period is required for review and approval of concept paper and terms of reference since these do not as a rule encounter conflicts with the scheduling of interagency coordination meetings.



Attachment:
As stated


William Leonhart

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D R A F T

6 September 1979

Memorandum For: All National Intelligence Officers
NFAC Office Directors
Members, Senior Review Panel

Subject: Interagency Intelligence Production Guidelines

1. On 4 May 1979, DD/NFA forwarded to you a set of guidelines, dated 3 May 1979, on the process for producing interagency intelligence papers (NIEs, SNIEs, and IIMs). Our early experience with them indicates that, with one exception, these guidelines are working well.

2. The exception is the need to assure time for review and approval of NFAC-coordinated and NFIB/Reps-coordinated drafts. The review process implies adequate opportunity not only for perusal but for us to consider together possible changes in the form or substance of the drafts. I attach great importance to this matter; I consider it inherent in our efforts to improve the quality of our production; and I believe our procedures must ensure time for us to discuss our interagency drafts at these two critical stages.

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3. Accordingly, as general guidance, please allow five working days for review and approval of drafts prior to (a) distribution to NFIB Reps for initial coordination and (b) publication, if an IIM, or forwarding to the DCI, DDCI, and NFIB principals, if an NIE/SNIE. No interagency meetings should be scheduled, except in unusual circumstances, sooner than five working days after submission of the respective drafts at each of these stages to my office and to the Senior Review Panel.

Bruce C. Clarke, Jr.